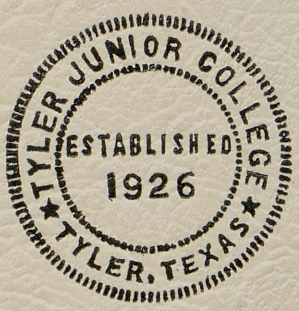
Tyler Junior College

Tyler, Texas

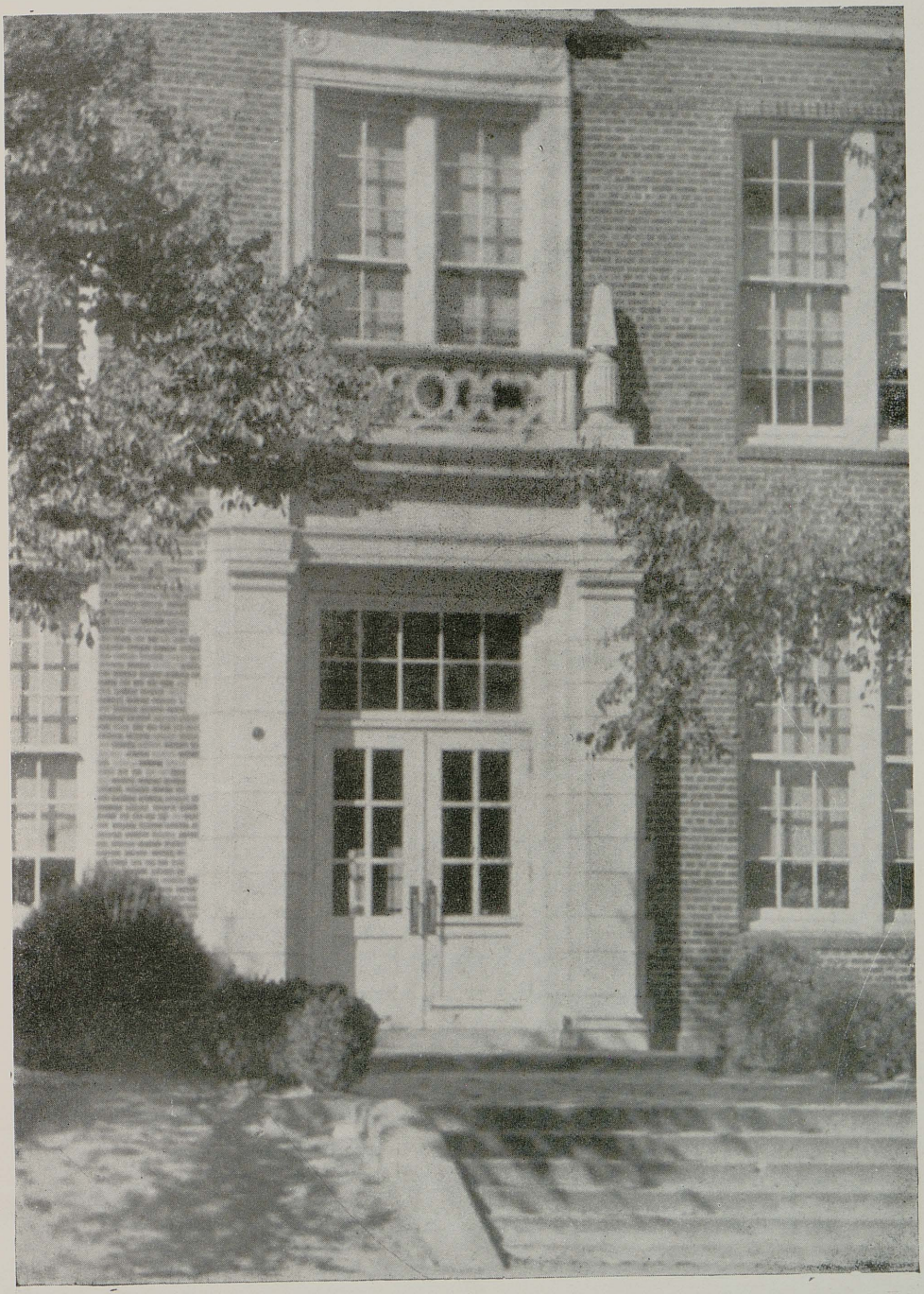


CATALOGUE 1946-47

Announcements for

1947-48

1946 - 1947



GENERAL COLLEGE CALENDAR

1947-48

(Subject to revision)

Wednesday, Thursday, Friday,
September 3, 4, 5, 1947 ---------- Registration

Monday, September 8, 1947 ---------- Classes Begin

Thursday and Friday,
November 25, 26, 1947 ---------- Thanksgiving Holidays

Wednesday, December 24, 1947 to
Monday, January 5, 1948 ---------- Christmas Holidays

Thursday to Wednesday,
January 8-13, 1948 ---------- First Semester Examinations

Wednesday, Thursday, Friday, January 14,
15, 16, 1948 ---------- Registration for the Second Semester

Monday, January 19, 1948 ---------- Classes Begin

Friday, March 26, 1948 ---------- Easter Holidays Begin

Tuesday, March 30, 1948 ---------- Classes Resumed

Thursday to Tuesday, May 13-18, 1948
---------- Second Semester Examinations

Sunday, May 16, 1948
---------- Baccalaureate Service for the Class of 1948

Thursday, May 20, 1948 ---------- Commencement

Monday, May 24, 1948
---------- First Summer Term of Six Weeks Begins

Saturday, July 3, 1948 ---------- First Summer Term Closes

Saturday, July 3, 1948
---------- Registration for the Second Summer Term

Monday, July 5, 1948 ---------- Holiday

Tuesday, July 6, 1948
---------- Second Summer Term of Six Weeks Begins

Saturday, August 14, 1948 ---------- Second Summer Term Closes

SPECIAL CALENDAR FOR THE VOCATIONAL SCHOOL

The Vocational School operates twelve months a year. It is not on the regular semester plan.

Registration--Registration may be completed on the first day of the college week at any time during the calendar year.

Monday, September 1, 1947----------Labor Day Holiday

Thursday and Friday, November 25 and 26, 1947
----------Thanksgiving Holidays

Wednesday, December 24, 1947 to
Monday, January 5, 1948---------Christmas Holidays

Friday, March 26, 1948----------Easter Holidays Begin

Tuesday, March 30, 1948----------Classes Resumed

Monday, July 5, 1948----------Holiday

Monday, September 6, 1948----------Labor Day Holiday

BOARD OF EDUCATION

T. B. Ramey ---------- President

P. C. Pinkerton ---------- Vice-President

Ava Lea Gentry ---------- Secretary

J. A. Hankerson

W. T. Brookshire

Mrs. G. H. Lasater

J. E. Richardson

Horace H. Clarkston

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Harry E. Jenkins ---------- President

Edward M. Potter ---------- Dean

Ralph Messer ---------- Business Manager

Lucia Douglas ---------- Registrar

Elizabeth Bryarly ---------- Dean of Women

Troy Smith ---------- Attorney

Ava Lea Gentry ---------- Chief Clerk

Marjie Hedricks ---------- Secretary

Lois Teel ---------- Secretary

FACULTY

Harry E. Jenkins ---------- President
Ph.D., University of Texas

Edward M. Potter ---------- Dean
M.A., University of Texas

Robert Boyd, Jr. ---------- Director, Vocational Education
B.S., Sam Houston State Teachers College

Allene Brandenburg ---------- English
M.A., Peabody College

John H. Brison, Jr. ---------- Horticulture
B.S., Agricultural and Mechanical College of Texas

Elizabeth Bryarly ---- Dean of Women, English, Journalism
M.A., University of Texas

Myrl Burford ---------- American History
M.A., University of Texas

William Conant ---------- Building Trades

Marjorie DeBord ---------- Art
M.A., University of Southern California

Lucia Douglas ---------- Registrar, Psychology
M.A., University of Texas

Frances Flaherty ---------- Commerce
B. S., Texas State College for Women

Irving L. Friedman ---------- Electronics

J. D. Gillon, Jr. ---------- Agriculture
B.S., Agricultural and Mechanical College of Texas

J. C. Henderson ---------- Biology, Chemistry
M.A., University of California

Reginald T. Irvin ---------- Agriculture
B.S., Sam Houston State Teachers College

Mildred Howell ---------- French, Spanish, Public Speaking
M.A., University of Missouri

Ed. James ---------- Metal Trades

Mary Jernigin ---------- Engineering Drawing
B.S., East Texas State Teachers College

Georgia Jones ---------- Government
M.A., University of Texas

Gertrude McDonald ---------- History, English
B.A., North Texas State Teachers College

Leon Miller ---------- Horticulture
B.S., Agricultural and Mechanical College of Texas

U. S. Moser ---------- Chemistry
M.A., University of Texas

Lewis D. Newsom ---------- Agriculture
B.S., Sam Houston State Teachers College

Lucille Nichols ---------- Chemistry
B.A., University of Texas

FACULTY—Continued

Leila Park—Descriptive Geometry
A.B., Baylor University

John Lee Pickard—Agriculture
B.S., East Texas State Teachers College

Ivey Price—Agriculture
B.S., East Texas State Teachers College

J. A. Rabb—Agriculture
B.S., East Texas State Teachers College

Lottie Ray—Librarian
B.A. in Library Science, Texas State College for Women

Ib Rice—Agriculture
B.S., Agricultural and Mechanical College of Texas

Ike C. Sanders—Physics
M.A., University of Texas

Earl Shank—Assistant Director, Physical Education
B.S., Stephen F. Austin State Teachers College

R. F. Smothers—Commerce, Business Administration
M.A., Colorado State College of Education

Sammie Smyrl—Mathematics
B.A., East Texas State Teachers College

Mary Helen Terry—Typewriting
B.S., Stephen F. Austin State Teachers College

M. F. Thedford—Agriculture
B.S., Agricultural and Mechanical College of Texas

Mary D. Walker—Home Economics
M.A., Columbia University

Mary Yeager Wallace—Education
M.A., University of Texas

Floyd Wagstaff—Director of Health and Physical Education
B.S., Stephen F. Austin State Teachers College

W. R. Ward—History
M.A., North Texas State Teachers College

Mabel Williams—Mathematics, Physics
M.A., University of Texas

Sarah Willis—Spanish
B.A., East Texas State Teachers College

J. F. Witte—Band Director

Clyde Wolford—Director of Music
B.A., University of Pittsburgh

James C. Yeary, Jr.—Agriculture
B. S., Agricultural and Mechanical College of Texas

GENERAL INFORMATION

The History of Tyler Junior College

The Tyler Junior College was established in 1926 through the efforts of many of Tyler's leading citizens who saw the need for an institution of standard collegiate rank in Tyler.

The year 1947-48 will be the twenty-second year of the college and many of those who participated in its founding still maintain their active interest in it. Each year has seen improvements in physical plant, faculty, and achievement. Hundreds of young men and women have attended the college because of its high standards, its convenience, and the economy of remaining at home while doing college work. The college has saved them, the City of Tyler, and the State of Texas thousands of dollars.

On November 13, 1945, the voters established an independent Tyler Junior College District, voted a tax levy to support the college, and authorized a bond issue of one-half million dollars for the expansion and improvement of the institution. The erection of an entirely new plant is now underway.

The Purpose of the College

The course of study is intended to meet the needs of students who expect to take four years of college work, of those who expect to enter professional schools, and those who expect to enter their life's work after completing two years in college. The ultimate aim is to prepare for good citizenship.

Accrediting of the College

The Tyler Junior College is a member of the Association of Colleges and Secondary Schools for the Southern States, the Texas Association of Colleges, the American Association of Junior Colleges, the Southern Association of Junior Colleges, and the Texas Association of Junior Colleges.

Membership in these associations makes possible the transfer of credit for work done in Tyler Junior College to other colleges and universities.

Transfer to Other Institutions

Since senior colleges differ in their curricula, a student should secure the catalogue of the institution to which he intends to transfer credit. Although credit is transferable

from Tyler Junior College to senior colleges and universities, the student should plan his courses for his first two years to meet the requirements of the senior institution.

Library

An excellent reference library consisting of more than 7500 volumes is housed in the new wing of the college building, where a beautiful reading room, furnished with standard equipment, is available for student use. Standard magazines and periodicals are also contained in the collection.

BENEFACTIONS, SCHOLARSHIPS, AND AWARDS

Most institutions of higher learning have been the recipients of benefactions which have provided for growth and advancement. Many citizens of Tyler have made definite manifestations of their interest in the Tyler Junior College. Among the generous benefactions are those made by the following:

Hon. Hampson Gary of Washington, D. C., the family of the late A. Golenternek, the late Col. T. N. Jones, Miss Ann Kayser, Mrs. Irvin Pope, Sr., Mrs. Elizabeth Herndon Potter, and Mr. Israel Smith.

Honor Graduate Scholarship: The highest honor graduate of any affiliated high school is given a scholarship covering his tuition. This scholarship must be used within one year from the date of graduation.

The Young Men's Bible Class of the First Baptist Church awards a scholarship to a meritorious Baptist student.

The Bascom Slover Scholarship was established in 1946. It is received by an outstanding student who has selected the field of agriculture as a major.

Mr. D. K. Caldwell has for the past three years provided for the annual Women's Dinner. All women of the college have been guests of Mr. Caldwell on this occasion.

The Criterion Club awards a scholarship to pay the tuition in Tyler Junior College for a worthy student, following the recommendation of a faculty committee and the approval of the Criterion Club.

Dickason's Jewelry Company awards a scholarship for a full year, covering all tuition charges.

The En Avant Club, a group of civic-minded young ladies, annually provides a scholarship to some young woman through its loan fund.

The Fidelis Class of Marvin Methodist Church established a scholarship in Tyler Junior College in 1946-47, awarded annually to an outstanding young woman of the graduating class of Tyler High School.

Ses Haynes Cleaners awards a scholarship covering all tuition and fees.

Mr. Claude Holley awards five full scholarships to students of merit, covering all tuition charges for one year.

The Tyler Kiwanis Club Scholarship. The Directors of the Tyler Kiwanis Club established a full scholarship in 1946.

Kline's Inc., awards a scholarship for a full year, covering full tuition.

The Maxine Ladies Shop awards a scholarship for a full year, covering all tuition charges.

Mayer and Schmidt annually awards two scholarships in the college for one year to two outstanding students of Tyler High School.

The Peoples National Bank has established two scholarships covering full tuition in the college for one year. These awards go to the salutatorian in the January and May graduating classes of Tyler High School.

The Swanson Award, a prize of $100, is awarded by Representative F. G. Swanson for an essay contest concerning a subject in the field of government.

The Mrs. Alex Woldert Scholarship. This annual scholarship was inaugurated in January, 1946. This scholarship, established by Mrs. Alex Woldert, is given to an outstanding young woman student on the basis of merit and promise.

STUDENT INFORMATION

Classification of Students

Students are classified as regular, special and terminal. Regular students are those taking at least twelve semester hours of work. Special students are those taking fewer than twelve hours. Terminal students are those taking courses which do not carry transferable credits.Credit for terminal courses is recorded as terminal hours instead of semester hours.

Student Load

Except by special permission from the Registrar or the Dean, a student will not be permitted to register for fewer than four or more than five courses.

Tuition and Fees

Tuition rates in Tyler Junior College are low, since the college is partially supported by the State of Texas. The tuition and fees are as shown below. Monthly payments may be arranged by those who desire to do so.

Tuition rates and fees **per semester** are as follows:

	Tuition	Activity Fee
For four or more subjects	$45.00	$5.00
For three subjects	35.00	5.00
For two subjects	25.00	5.00
For one subject	13.50	5.00
Full Commercial Course	$30.00	$5.00
Other Vocational Courses	$ 7.00 to $ 9.50 per week (See course description)	----

When tuition and fees are paid in installments, the following carrying charges are added:

	Carrying Charge
For four or more subjects	$3.00
For three subjects	$2.00

The student activity fees enable the student to attend all regular college athletic contests, social affairs, and dramatic and literary productions without further admission charge.

The following laboratory fees are paid by students enrolled in the indicated courses:

Science (Chemistry, Geology, Physics, Biology) Laboratory Fee, per semester	$5.00
Typewriting, per semester	$5.00
Comptometer, per semester	$5.00

A cap and gown fee of two dollars and a diploma fee of two dollars are paid by students at the time of graduation.

Non-Resident Fee

Students whose residence is outside the State of Texas, and who are thereby classified as non-resident students according to the definition provided by House Bill 507 (enacted by the Fiftieth Legislature of the State of Texas),

are charged a non-resident fee of $150 per semester for a full student load of twelve hours or more in accordance with the provisions of House Bill 507. For less than twelve hours, such a student is charged a proportionate non-resident fee of ten dollars per hour per semester.

Tuition and fees are returnable only by special action of the Board of Education.

Attendance

Regular class attendance is fundamental for the success of the student; therefore a student must report promptly and regularly to all classes.

Activities

The Tyler Junior College provides various types of student activities which furnish training in leadership, afford opportunities for diversion, and serve as a means of development of the student. Each student is encouraged to take part in one or more. Among these activities are the following:

The Apache is the college yearbook. It is an outstanding publication edited and published by a student staff.

The Apache Band is the official college band, open to all qualified students. It is under the direction of Mr. J. F. Witte.

The Apache Pow-Wow, the official college newspaper, is prepared and managed by a student staff under the direction of faculty sponsors. Students act as reporters, editors, and business managers of this publication. The paper is furnished free to students.

In Athletics, the college schedules inter-collegiate games in football, basketball, tennis, track, golf, and baseball as a member of the Southwestern Junior College Conference.

The Atta Kula Kula. This traditional organization of the women of the college provides a general program of recreation, entertainment, instruction and social activity for all women interested in membership. For the past three years Mr. D. K. Caldwell has provided a dinner for all members of the organization.

The College Chorus, a choral society of thirty voices, is open to students interested in vocal music.

Debate and Other Speech Activities. Students who are interested in working with debate belong to the Debate Club. The chief work of the club is research and actual debating on the current debate topic of the Texas Junior College Speech Association. The college also sponsors entries in Oratory, Extemporaneous Speech, and Poetry Reading. These contestants and members of the Debate Squad usually attend speech tournaments at other colleges.

In 1946-47 the Tyler Junior College speech contestants won first place in the State Debate Tournament, first place in the State Oration Contest, and first place in the State Contest in Radio Speaking.

The Engineers' Club is composed of students interested in all fields of engineering. Various field trips are taken to indicate the future possibilities of the different branches of the engineering profession.

The Dollars and Sense Club is the organization of students preparing to enter the business vocations, such as secretarial and clerical. It provides helpful guidance to the members of the club, as well as pleasant social activities.

The Law Club is an organization of students preparing for the profession of law or an allied profession. It takes an active part in all campus affairs, as well as arranges instructive meetings for its members.

Las Mascaras Dramatic Club. Las Mascaras fosters an interest in all phases of dramatic art. Meetings are held semi-monthly, including several social meetings each year. Any student in Junior College who is interested in dramatics is eligible for membership. Las Mascaras sponsors major productions each year and also an entry in the one act play contest of the Texas Junior College Speech Association.

Phi Theta Kappa is composed of members selected on the basis of scholarship, character, leadership and service. Its membership is restricted to ten per cent of the students enrolled in the Tyler Junior College, and the faculty and local chapter name as members those students meriting special honor.

Social Activities. The social activities of the college include at least one general social event each college month. The parties, dances, and other social affairs are under the direction and management of the Student Council and a faculty committee headed by the Dean of Women.

The Student Council is the official organization for student government.

The Veterans Club is an organization of all men and women who are veterans of World War II. It takes a part in student affairs and maintains a program for the welfare of all veterans.

Honor Roll

To promote high standards of scholarship, the college has established an honor roll. Ten honor points are necessary for eligibility. The grade of A carries three honor points; the grade of B, two; and the grade of C, one.

Requirements for Admission

Students will avoid delay in registering by sending their entrance credits at least two weeks before the date of registration.

1. Vaccination

All students are required to present evidence of successful vaccination against smallpox before they are permitted to enter the College.

2. For Admission Without Condition

For full admission to academic or commercial courses, graduation from a standard high school with at least fifteen units of high school credit, including three units in English, is required. The elective units must be chosen from the list approved by the State Department of Education.

3. Admission By Examination

Students who are not graduates of a high school may absolve the deficiency by taking examinations. Students, other than Veterans of World War II, who are under twenty-one years of age must complete entrance examinations prior to or at the time of admission.

4. Admission By Individual Approval

Any person over twenty-one years of age, or any Veteran of World War II who is at least eighteen years of age, may at the discretion of the college be admitted without examination to any of the classes below the sophomore level. Special consideration will be given to mature students whose training has been followed by successful experience in teaching, to students who have had other practical prepara-

tion, and to those who have made special attainments in practical lines. Students admitted in this manner must satisfy the entrance requirements before graduation.

Students admitted by individual approval to freshman English will, on completing that course, be given credit also for three admission units in English. Similarly, students admitted to freshman mathematics will, on completing that course, receive credit also for two admission credits in algebra and one in plane geometry. Upon the completion of thirty semester hours of college work with an average grade of C, students will be given, in addition to the above six units, five additional unspecified admission units. The remaining four units must be made up by examination or by cancellation of college work in lieu of entrance units. Six semesteer hours of college credit count as one and one-half entrance units.

5. Admission to Vocational Shop Courses

Any person will be admitted to the vocational courses who, in the judgment of the Director of Vocational Education, can successfully complete this work.

Opportunities for Veterans of World War II in Tyler Junior College

Veterans of World War II find in Tyler Junior College a wide variety of opportunities and courses suited to their needs. During the year 1946-47 hundreds of men, discharged from the army, navy, coast guard, and marine corps, enrolled in the college.

Veterans may enroll in regular academic college work leading to a degree in engineering, law, medicine, forestry, agriculture, teaching, optometry, and other fields; or they may enroll in trade preparatory courses such as metal trades, machine shop, welding, building trades, carpentry, radio repair, office training, bookkeeping, stenography, comptometer.

Counseling Service, Refresher Courses

In addition to the regular curricula listed above, the Tyler Junior College provides special services to assist the veteran with his return to educational life and to civilian status. Each veteran receives special individual counseling with regard to his own particular courses and problems; where need is indicated, standard diagnostic tests are used;

special refresher courses in such fields as mathematics are provided, and each instructor in the college gives the veteran individual assistance and counsel.

The Veteran Plans

Tyler Junior College is fully approved in all departments by the Veterans Administration. Veterans may attend the college and receive all of the educational benefits to which they are entitled.

Veterans may make application for the benefits of the government education plans at the college, where all necessary forms and information are available.

Requirements for Graduation, Associate in Arts Degree

Students who complete the requirements for graduation receive the Associate in Arts Degree. Students must complete sixty semester hours of work with an average grade of at least C. The sixty semester hours should include twelve hours in English, three in government, and at least fifteen hours of sophomore rank.

Students transferring from other colleges must satisfy the requirements for admission and must complete at least one semester of work in the Tyler Junior College to receive the degree.

Graduating students are required to attend the commencement exercises unless excused for good reason.

Proficiency Certificates

Students who complete a terminal course or curriculum and reach the required proficiency are granted a "Certificate of Proficiency" in the field covered.

Explanation of Hours, Courses, Numbering and Credit

One semester hour represents one class hour per week for four and a half months; in other words, one course meeting three times a week for nine months would secure credit of six semester hours.

Courses are numbered as follows: The first digit of the number indicates the college year in which the course is taken; the second digit in the number indicates the semester of the college year in which the course is taken; the final digit indicates the credit value of the course in semester hours; thus, English 123 indicates that the course is the

first year, second semester English with a credit value of three semester hours.

Credit which is transferable to senior college is recorded in "semester hours." Terminal (non-transferable) credit is recorded in "terminal hours."

Prerequisite Courses

The description of each course is followed by a specification of prerequisite courses, if any. If no prerequisite is mentioned, there is none. No student may enter a course unless he has had the prerequisites. An exception to this rule may be made only by special permission of the Dean.

Withdrawal of Courses

A course may be withdrawn unless it is elected by a sufficient number of students. In general, a course will not be given for fewer than six students.

Dropping Courses

No student may withdraw from any course he has entered except by permission of the Dean or Registrar. A student dropping a course without permission will be given a grade of F on the course.

Reports of Grades

At the close of the first five weeks of each semester, a definite report on students who are failing is made to the Registrar, who notifies the parents of the failing student.

Reports of students' grades and standing are also issued every nine weeks. Complete reports are given at the end of each semester.

Grades

A—excellent; B—good; C—fair; D—passing; E—conditional; F—failure. A student making E will be permitted to remove the condition by a second examination within a semester.

SUGGESTED COURSES OF STUDY FOR FRESHMEN

The student should check his course by the catalogue of the college to which he intends to transfer.

SUBJECT	CREDIT
Bachelor of Arts or Bachelor of Science Degree	
English	6 semester hours
Mathematics	6 semester hours
History	6 semester hours
Natural Science	8 semester hours
Foreign Language	6 semester hours
Medicine	
English	6 semester hours
Chemistry	8 semester hours
Mathematics	6 semester hours
French	6 semester hours
Biology	8 semester hours
Law	
English	6 semester hours
English History	6 semester hours
Natural Science	8 semester hours
Mathematics	6 semester hours
Public Speaking	6 semester hours
Typewriting, non-credit (if also taking Business Administration)	0 semester hours
Pharmacy	
English	6 semester hours
Biology	8 semester hours
Physics	8 semester hours
Chemistry	8 semester hours
Elective	6 semester hours
Optometry	
English	6 semester hours
Physics	8 semester hours
Chemistry	8 semester hours
Biology	8 semester hours
Mathematics	6 semester hours
Medical Technology	
English	6 semester hours
Biology	8 semester hours
Chemistry	8 semester hours
Physics	8 semester hours
Elective	6 semester hours

Suggested Courses of Study for Freshmen—Continued

SUBJECT	CREDIT

Nursing Education

English	6 semester hours
History	6 semester hours
Biology or Chemistry	8 semester hours
Physical Education 113A	3 semester hours
Physical Education 123A	3 semester hours
Foreign Language	6 semester hours

Dentistry

English	6 semester hours
Chemistry	8 semester hours
Biology	8 semester hours
Physics	8 semester hours

Veterinary Medicine

Animal Husbandry	3 semester hours
Biology	8 semester hours
Chemistry	8 semester hours
English	6 semester hours
Dairy Husbandry	3 semester hours
Poultry Husbandry	3 semester hours

Engineering

English	6 semester hours
Chemistry	8 semester hours
Mechanical Drawing	3 semester hours
Descriptive Geometry	3 semester hours
Engineering Problems (A.&M. students only)	4 semester hours
Algebra	3 semester hours
Trigonometry	3 semester hours
Analytics	4 semester hours
Public Speaking (A.&M. students only)	2 semester hours
Physics 124-A (University of Texas students only)	4 semester hours

Bachelor of Business Administration

Mathematics	6 semester hours
English	6 semester hours
Natural Science	8 semester hours
Public Speaking	3 semester hours
Electives	9 semester hours
Typewriting non-credit	0 semester hours

Suggested Courses of Study for Freshmen—Continued

SUBJECT	CREDIT
Commercial Course	
Business English	6 terminal hours
Shorthand	6 terminal hours
Typewriting	6 terminal hours
Bookkeeping	6 terminal hours
Secretarial Training or Comptometer	6 terminal hours
Business Mathematics	3 terminal hours

ADULT EDUCATION—Day and Night Classes

In 1946-47 many adults, who had been out of school for some years, enrolled for one or more courses in the college. Some enrolled in regular academic courses, such as Spanish, while others enrolled for terminal work such as typewriting and shorthand.

In order to accommodate these students classes are arranged at any time convenient for them. A regular schedule of night classes has been arranged meeting Monday Tuesday, Wednesday and Thursday from 7:00 p. m. until 9:45 p. m.

Any adult interested is invited to call the Registrar for further information.

GENERAL ACADEMIC COURSES

Description of Courses

Agriculture

Courses with the asterisk are offered in 1948-49.

113.* General Animal Husbandry

An introductory survey course intended to acquaint the student with the importance of livestock and livestock farming. General factors influencing efficiency in feeding, market value, breeding, health and adaptability of

various species to geographical and climatic regions are studied. The course is designed to develop in the student an appreciation of improved livestock. Selecting and judging the various breeds and market classes stressed in laboratory. Two hours lecture, four hours laboratory per week.

Credit: Three semester hours.

113-A.* Agricultural Economics

A background course for students of agriculture, stressing the casual relationship between natural environmental, economic, cultural, and other factors and the production and commerce in agricultural and other commodities. Four hours lecture per week.

Credit: Three semester hours.

123.* Agronomy

Classification and distribution of farm crops; importance of good varieties and good seed; crop improvement; preparation of the seed bed, commercial fertilizers, manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; diseases and insect enemies. Three hours lecture, two hours laboratory per week.

Credit: Three semester hours.

113-B. Dairy Husbandry

Dairying in its relation to agriculture and community development; branches of dairy industry and conditions affecting their development; the place of dairying on the farm; composition and food value of milk and its products; the production and handling of clean milk on the farm. Two hours lecture, four hours laboratory per week.

Credit: Three semester hours.

113-C. Poultry Production

The breeds and types of poultry, culling, poultry for egg production, incubation, brooding and feeding for growth and egg production, winter and summer management, housing and hygiene, preparing poultry for market, methods of marketing; practical application of these subjects to general farm conditions. The practice consists of the identification of breeds and varieties, judging poultry for egg production, plans for poultry farms and poultry houses, identification of feeds.

Credit: Three semester hours.

123-A.* General Entomology

The systematic position of the various insects; the relation of the anatomy of the insect to control measures; the life histories of the more common insects; methods of control for injurious forms.

Credit: Three semester hours.

123-B. Plant Propagation

Fundamental principles of propagating plants, including vegetables, ornamentals and fruits. Methods of handling seed, including special treatment to influence germination; the starting of plants by the use of cuttings, layers, buds, grafts and bulbs; the ways of propagating specific plants with emphasis on methods and rootstocks; factors influencing growth of plants after transplanting.

Credit: Three semester hours.

123-C. Agricultural Engineering (Farm Machinery)

Construction, operation, adjustment and servicing of farm engines and tractors. Adaptability, selection, economic utilization, construction, operation and adjustment of the principal tillage, planting, cultivating, harvesting and feed processing machines.

Credit: Three semester hours.

Art

Art 113. Fundamental experience with various materials; emphasis upon the development of an awareness of the factors of visual expression, color and form. Emphasis upon design. Two hours of lecture and four hours of laboratory per week.

Credit: Three semester hours.

Art 123. A continuation of Art 113. Emphasis upon drawing. Two hours of lecture and four hours of laboratory per week.

Credit: Three semester hours.

Aviation

112. Ground School Aviation

Elementary meteorology and general service of aircraft.

Credit: Two semester hours.

122. Ground School Aviation

Air navigation and civil air regulations.
Credit: Two semester hours.

Note: Aviation 112 and 122 are given at night to accommodate students unable to attend day classes. While designed primarily for flight students, they should be of value to those having a general interest in aviation or in weather phenomena and to prospective teachers of preflight courses in high school.

113. Navigation, Aerial

Basic and precision dead-reckoning with emphasis upon theory and use of navigation instruments, charts and computers.
Credit: Three semester hours.

Biology

114. Animal Biology

A study of the nature of protoplasm and the structure, function, and division of cells is followed by a systematic survey of the animal kingdom with emphasis on phylogenetic relationships and on such aspects as are of human interest or application. A study of adaptations in selected types is made the basis for a consideration of the origin of animal forms.
Three lectures and 3 hours of laboratory work weekly.
Credit: Four semester hours.

124. Animal Biology

Organ systems and their functions with special reference to human physiology, followed by a brief introduction to embryology, and concluding with a consideration of heredity and variation.
Three lectures and 3 hours of laboratory work weekly.
Credit: Four semester hours.

Business Administration

214. Elementary Accounting

The principles of accounting for a single proprietorship organization. A study of the accounting equation, busi-

ness transactions, business papers, ledgers, books of original entry, classification and interpretation of accounts and statements, valuation accounts, accrued and deferred items, and the accounting cycle. Three lectures and four laboratory hours per week.

Prerequisite: Sophomore standing. Credit: Four semester hours.

224. Elementary Accounting

Accounting for partnership and corporate business enterprises. A study of the characteristics of each organization, formation, dissolution, and liquidation. Three lectures and four laboratory hours per week.

Prerequisite: Accounting 214. Credit: Four semester hours.

113. Shorthand

Detailed study of principles of Gregg Shorthand by Functional Method. Special attention given to word signs, special forms, phrase writing, and rapid reading of shorthand. Four lectures and three laboratory hours per week.

Credit: Three semester hours.

123. Shorthand

Continued study and review of the principles of shorthand. Dictation and transcription of new matter with emphasis upon readiness and accuracy in transcription.

Three lectures and four laboratory hours per week.

Credit: Three semester hours.

Typewriting should be taken concurrently by students enrolled in Shorthand 113 and 123.

Students must attain a speed of at least 60 words per minute with not more than five errors in order to receive credit in Shorthand 123.

110. Typewriting

A beginner's course in typewriting. Exercises for the mastery of the keyboard by the touch system, instruction in the care of the machine, study of form and arrangement of simple business letters and simple centering. Required of B. B. A. students. Non-credit.

120. Typewriting

Typewriting problems in addressing envelopes, writing business letters, tabulation, manuscript writing, and legal document writing. Six hours per week. Required of B.B.A. students. Non-credit.

Economics

213. Principles of Economics

An examination of fundamental economic concepts and principles.

Prerequisite: Sophomore standing.

Credit: Three semester hours.

223. Economic Problems

A study of contemporary economic issues and problems.

Prerequisite: Economics 213.

Credit: Three semester hours.

Chemistry

114. General Chemistry

An introductory course dealing with the fundamental phenomena and principles of the subject. Chemistry 114 and 124 constitute a unit and credit is not given for either alone.

Three lectures and four hours of laboratory work weekly. (An additional hour of outside work weekly is required of pre-medical students.)

Credit: Four semester hours.

124. General Chemistry

A continuation of Chemistry 114, which is prerequisite. During the last twelve weeks the laboratory work deals with the general principles and methods of qualitative analysis.

Three lectures and four hours of laboratory work weekly. (An additional hour of outside work weekly is required of pre-medical students.)

Credit: Four semester hours.

Education

113. Introduction to Educational Psychology

An introductory study of mental life and the psychological principles underlying motivation, behavior, individual differences, and the learning processes.

Credit: Three semester hours.

123-E. Public Education in the United States

A brief survey of the general field of education brought out through a study of the evolution of the present day public school and its practices.

Engineering

112 and 122. Engineering Problems

Operation of the slide rule and its use in the solution of problems involving the principles of mechanics and cranes and trusses.

One hour of theory and two hours of practice per week.

Credit: Two semester hours each semester.

113. Engineering Drawing

Care and use of drawing instruments, exercises in the use of the drawing instruments, free-hand lettering, geometric construction of plane curves, orthographic and axonometric projections, conventions, section linings, threads, bolts, rivets, helixes, dimensioning drawings, principles of working drawings, technical sketching, shading, patent office drawings, graphs, structural drawing, topographical drawing, and reproduction of drawings.

Eight hours per week of supervised drafting plus two hours of lecture.

Credit: Three semester hours.

123. Descriptive Geometry

Orthographic projections of points, lines, planes, solids, and warped surfaces in the four angles of projection; shades, shadows, and angular perspective.

Three hours theory plus six hours laboratory practice.

Prerequisite: Engineering Drawing.

Credit: Three semester hours.

English

113. Composition and Rhetoric

The development of the student's ability to think for himself and to express his thoughts in habitually correct, clear language. A study of literature in order to encourage reading as a use for leisure.

Credit: Three semester hours.

123. Composition and Rhetoric

Further training in thinking and the ordering of thoughts by the study of the types of composition.

Prerequisite: English 113.

Credit: Three semester hours.

213. English Literature

A survey course using selections from an anthology to emphasize trends in English literature. Advanced composition.

Prerequisite: English 123.

Credit: Three semester hours.

223. English Literature

Completion of the survey of English literature. Advanced composition.

Prerequisite: English 213.

Credit: Three semester hours.

213-A—223-A. Poetry

A class of students who have an especial interest and experience in poetry and poetry writing. Open only to students who can meet these requirements.

Credit: Three semester hours each semester.

213-B. News Writing

A first course in journlism comprising the principles of news gathering and arrangement into appropriate form for printing. Memberes of this class will serve on the Apache Pow-Wow staff.

Prerequisite: English 123.

Credit: Three semester hours.

Foreign Language

French A-1

A careful drill in the pronunciation and the grammar of the French language, with written exercises, dictation, and conversation in French. Classic short stories to introduce the student to French literature. For students who have never studied French.

Credit: Three semester hours.

French A-2

Continuation of French A-1.

Credit: Three semester hours.

French 113

A review of the structure and use of the language.

Practice in composition and conversation. Extensive class reading with emphasis on the novel and the drama. Outside readings for development of speed and skill in comprehension.

Prerequisite: French A-2 or two years of high school French.

Credit: Three semester hours.

French 123

Continuation of French 113.

Credit: Three semester hours.

French 213

General survey of French literature. A brief study of political history serves as background. Classics of each period read in class. Outside readings assigned.

Prerequisite: French 123.

Credit: Three semester hours.

French 223

Continuation of French 213.

Credit: Three semester hours.

Spanish A-1

Training in the pronunciation and grammar of Spanish language, with written exercises, dictation, and conversation in Spanish. Special emphasis on South and Central American material. Modern vocabulary. For students who have never studied Spanish.

Spanish A-2

Continuation of Spanish A-1.

Credit: Three semester hours.

Spanish 113

A review of the structure and use of the language. Conversation and readings in Spanish history and literature, with reference to Pan-American countries.

Prerequisite: Two years of high school Spanish or

Spanish 123

Continuation of Spanish 113.
Credit: Three semester hours.

Spanish 213

A survey of the literature of Spain. As a basis for the comprehension of the literature, a survey of Spanish history, both political and literary, from earliest origin to present decade. Lectures in Spanish. Outside reading will be assigned.
Prerequisite: Spanish 123.
Credit: Three semester hours.

Spanish 223

Continuation of Spanish 213.
Credit: Three semester hours.

Geology

113. General Geology

Physical and historical geology; processes modifying the earth's surface; materials of the earth's crust; the history of the earth throughout geologic time; the origin and development of plant and animal life in geologic time.
Three lectures and two hours of laboratory or field work a week.
Credit: Three semester hours.

123. General Geology

A continuation of Geology 113.
Credit: Three semester hours.

Government

213. American Government

The government of the United States, with reference to its evolution, Constitution, present day trends, and problems. An estimate of the position of the state in the American Federal Union; a critical analysis of Texas government and Constitution in the light of present day conditions.
Prerequisite: Sophomore standing.
Credit: Three semester hours.

This course may be used as an independent unit to absolve the State requirement for a teacher's certificate.

223. American Government

A critical analysis of present day American government, with particular emphasis on United States Supreme Court decisions, American Constitutional law, public administration.

Prerequisite: Government 213.

Credit: Three semester hours.

Home Economics

113-A. Food Composition and Principles of Cooking

Fundamental principles in the selection and preparation of foods. Emphasis is given to problems in consumer buying.

This course should parallel Chemistry 114.

Lecture, two hours a week; laboratory, four hours a week.

Credit: Three semester hours.

123-A. Meal Preparation and Service

Planning, preparation, and service of meals. Special problems in food preparation. Emphasis given to the planning and preparation of daily meals to meet the lower income levels.

This course should parallel Chemistry 124.

Lecture and recitation, two hours a week; laboratory, four hours a week.

Credit: Three semester hours.

113-B. Elementary Clothing

The study of textile fabrics from the standpoint of the consumer, the use and alteration of commercial patterns, the construction of children's, infant's, and misses' garments.

Credit: Three semester hours.

123-B. Elementary Dressmaking

The study of clothing from the standpoint of selecting and making dresses for different occasions.

Prerequisite: Home Economics 113-B.

Credit: Three semester hours.

History

113. History of England

Survey of the social, economic, political, and intellectual development of Britain from the prehistoric period through the fifteenth century.

Credit: Three semester hours.

123. History of England

Continuation of History 113. Survey of the social, economic, political, and intellectual development of Britain and the British Empire to the present.

Credit: Three semester hours.

113-A. Western Civilization in Mediaeval Times

A survey course in the cultural and institutional development of the nations of western Europe through the sixteenth century.

Credit: Three semester hours.

123-A. Western Civilization in Modern Times

Continuation of History 113-A. A survey course in the cultural and institutional development of the nations of western Europe to the present time.

Credit: Three semester hours.

213. History of the United States

A general survey of the history of the United States from the era of discovery to the Civil War.

Prerequisite: Six semester hours in history, or sophomore standing.

Credit: Three semester hours.

223. History of the United States

A general survey of the history of the United States from the Civil War to the present time.

Prerequisite: Six semester hours in history or sophomore standing.

Credit: Three semester hours.

Mathematics

110. Algebra

Review of elementary algebra. For students whose foundation in mathematics is insufficient.

Non-credit.

113-A. College Algebra

Required of all engineering students. Brief review of elementary algebra, factoring, fractions, exponents, quadratic equations, binomial theorem, progressions, complex numbers, introduction to theory of equations, determinants.
Credit: Three semester hours.

113-C. College Algebra

Review of elementary algebra, linear equations, factoring, fractions, exponents, quadratic equations, variation, binomial theorem, progressions, logarithms, permutations and combinations, probability.
Credit: Three semester hours.

113-D. Solid Geometry

Lines and planes in space; dihedral and polyhedral angles; prisms and cylinders; pyramids and cones; application to practical problems.
Prerequisite: One unit in Plane Geometry.
Credit: Three semester hours.

113-B. Trigonometry

The development and use of trigonometric functions in the solution of triangles, identities and equations; logarithms, logarithmic solution of triangles, application to practical problems.
Credit: Three semester hours.

123. Mathematics of Finance

Review of progressions and logarithms, interest, annuities, bonds, sinking funds and amortization, depreciation.
Prerequisite: Algebra 113-A or 113-C.
Credit: Three semester hours.

124. Analytic Geometry

Cartesian coordinates; the straight line, and conic sections; transformation of coordinates; polar and parametric equations; transcendental curves.
Prerequisites: Algebra 113-A, Trigonometry 113.
Credit: Four semester hours.

214. Calculus

Differentiation, and its application to maxima and minima, rates, parametric and polar equations; differen-

tials; curvature; the law of the mean; simple definite integrals.

Prerequisite: Analytic geometry 124.

Credit: Four semester hours.

224. Calculus

Integration; geometrical and physical applications of definite integrals; Taylor's and MacLaurin's series; introduction to partial differentiation, and multiple integration.

Prerequisite: Calculus 214.

Credit: Four semester hours.

Music

111-121. Chorus

A course in choral singing organized for the purpose of becoming familiar with the more important works of vocal ensemble literature. Presentation of selections in public throughout the year. Three rehearsals per week.

Credit: One semester hour each semester.

111-A - 121-A. Band

The official Apache Band, open to any student who has had suitable experience. Three rehearsals per week.

Credit: One semester hour each semester.

113-123. Advanced Chorus

A large ensemble of experienced singers. Open to any student who can meet the qualifications required by the director. Public presentations, including **The Messiah**, each year.

Credit: Three semester hours each semester.

Psychology

213. Introductory Psychology

A survey of the principles of general psychology developed by lectures, recitations, and demonstrations in class.

Prerequisite: Sophomore standing.

Credit: Three semester hours.

223. Business Psychology

Psychological principles concerned with advertising, salesmanship, employment, and personal problems.

Prerequisite: Psychology 213.

Credit: Three semester hours.

Health and Physical Education

110-120. Physical Training for Women

Athletics which will contribute to the well-being and happiness of the individual; tennis, hiking, badminton, skating, ping-pong, and dancing are included. Three hours each week. Non-credit.

110-120. Physical Training for Men

Athletics, calisthenics, and commando tactics as required by the United States Army and Navy for pre-induction physical fitness. Non-credit.

113. Physical Education—Methods

The organization and administration of physical education in the public schools. The course of study for physical education as recommended by the State Department of Education is used as a basis for study. Laboratory periods are devoted to actual problems in the field.

Theory two hours.
Laboratory two hours.
Credit: Three semester hours.

123. Physical Education—Methods

A continuation of Physical Education 113. Theory two hours. Laboratory two hours.
Credit: Three semester hours.

113-A. Theory of Football and Track

Credit: Three semester hours.

123-A. Theory of Basketball and Baseball

Credit: Three semester hours.

213. Physiology

A general non-laboratory course in human anatomy and physiology.
Prerequisite: Credit for Biology 114-124 must be presented or the course taken concurrently.
Credit: Three semester hours.

223. Hygiene

A survey of factors which determine personal health and methods of preventing personal and community diseases.
Prerequisite: Credit for Biology 114-124 must be presented or the course taken concurrently.
Credit: Three semester hours.

Public Speaking

113. Speech

A course in the fundamental, basic principles of speech to develop self-confidence and poise in the student. Speeches on leading questions of the day, radio projects, poetry reading and choric verse are prepared and delivered.

Credit: Three semester hours.

123. Speech

Basic principles of speech continued. Emphasis is given to composition, gathering, selecting, arranging, and presenting material for a given purpose. Projects are conducted in oratory, extemporaneous speech, and radio speaking for the purpose of developing the student's resourcefulness, independence, and personal power.

Credit: Three semester hours.

213. Speech

A study of principles and theories of debate technique. Group, forum and panel discussions are held on foremost controversial issues. Especial attention is given to the current national college debate question. Various intramural and intercollegiate debates.

Credit: Three semester hours.

223. Speech

A course in dramatics, particularly in acting, directing, and production. Some emphasis on history of drama, outstanding plays, playwrights and actors of our time, make-up, costume design, stage lighting, and scenery construction, but major emphasis on acting technique. Opportunity to take part in, direct, and produce plays.

Credit: Three semester hours.

Physics

114. General Physics

Sound, light, electricity, and magnetism.

Three lectures, two laboratory hours, and additional required outside work of at least one hour a week.

Credit: Four semester hours.

124. General Physics

Mechanics and heat.

Three lectures, two laboratory hours, and additional required outside work of at least one hour a week.

Credit: Four semester hours.

124-A. Engineering Physics

Mechanics and heat. Designed especially for engineering students.

Three lectures, two laboratory hours, and additional required outside work of at least one hour a week.

Prerequisite: Admission credit in high school physics or the equivalent; Mathematics 113-C and 113-B.

Credit: Four semester hours.

113-123. Photography

For students who have an especial interest and experience in various phases of photography. Open only to students who can meet these requirements.

Credit: Three semester hours each semester.

VOCATIONAL AND SEMI-PROFESSIONAL COURSES

Terminal, non-transferable credit.

Students who complete terminal courses with the required proficiency receive appropriate "Certificates of Proficiency."

Business and Commercial Training

These courses are definitely planned to train the student for work in an office rather than for further college courses. A student may complete them as quickly as his ability and industry enable him to reach the required proficiency.

Secretarial Course

Shorthand
- Theory and Dictation
- Dictation and Transcription (60-100)
- Dictation and Transcription (100-140)

Typewriting
- Keyboard Development
- Speed Emphasis (65 minimum)
- Tabulation
- Problems in Arrangement of Letters
- Manuscripts and Legal Documents
- Office Typewriting Problems

Secretarial Training
- Steps to Secretarial Success
- Personality and Office Relationships
- The Office Mail
- Communication and Transportation
- Duties of the Receptionist
- Dictaphone Transcription
- Office Machines
- Financial and Legal Duties
- Securing a Secretarial Position
- Success on the Job

Business English
- Sentence Structure
- Punctuation
- Spelling
- Letter Writing
- Intensive Study of Grammar

Business Mathematics
- Review of Fundamentals
- Mechanics of Decimals
- Cash and Trade Discounts
- Pay Roll Sheets
- Social Security Taxes
- Interest and Bank Discount
- Insurance, Stocks, Bonds

Secretarial Accounting
- Professional Accounting
- Partnership Accounting
- Corporation Accounting

Business Machines
- Monroe Calculator
- Adding Machines
- Dictaphone Machines
- Mimeograph Machines

Tuition and Fees: $40.00 a semester.

Time Required: One to two semesters (4½ to 9 mos.)

Stenographic and Clerical Course

Shorthand
- Theory and Dictation
- Theory and Transcription (60-80)
- Theory and Transcription (80-100)

Typewriting
- Keyboard Development
- Speed Emphasis (60)
- Tabulation
- Legal Documents
- Office Typewriting Problems

Business English
- Sentence Structure
- Punctuation
- Spelling
- Intensive Study of Grammar
- Letter Writing

Secretarial Bookkeeping or Business Mathematics
- Review of Fundamentals
- Mechanics of Decimals
- Pay Roll Sheets
- Social Security Taxes
- Interest and Bank Discount
- Professional Bookkeeping

Stenographic and Clerical Training
- Steps to Clerical Success
- Personality and Success
- The Office Mail
- Dictaphone Transcription
- Communication and Transportation
- Financial and Legal Duties
- Securing and Holding a Position

Tuition and Fees: $40.00 a semester.
Time Required: One to two semesters (4½ to 9 mos.)

Complete Accounting Course

Accounting
- Professional Accounting
- Partnership Accounting
- Corporation Accounting

Mathematics of Accounting
- Drafts, Notes, Discounts
- Social Security Taxes
- Pay Rolls
- Insurance, Stocks, Bonds

Business English
- Sentence Structure
- Punctuation
- Intensive Study of Grammar
- Spelling
- Letter Writing

Business Machines
- Monroe Calculator
- Adding Machines
- Mimeograph Machines
- Bookkeeping Machines

Tuition and Fees: $40.00 a semester.
Time Required: One to two semesters (4½ to 9 mos.)

Comptometer Course

- Addition—Key Location
- Multiplication
- Percentage
- Constants
- Pay Roll
- Chain Discounts
- Proration
- Cost, Selling Price

Tuition and Fees: $23.50.
Time required: 1 to 3 mos.

Monroe Calculator Course

- Four Fundamentals
- Distribution and Proration
- Percentage
- Reciprocals
- Interest
- Credit Balances
- Discounts
- Net Value

Tuition and Fees: $23.50.
Time required: 1 to 2 mos.

113. Bookkeeping

A beginner's course in bookkeeping. A study of business vouchers, the meaning and purpose of bookkeeping, the preparation of financial statements, controlling accounts, valuation accounts, ledgers, and the books of original entry. A practice set on the single proprietorship. Six hours per week.

Credit: Three terminal hours.

123. Bookkeeping

A study of the nature and characteristics of partnership and corporate forms of business enterprise. The study of the formation, operation, dissolution, and liquidation of each type of organization. Two practice sets are required. Six hours per week.

Credit: Three terminal hours.

113. Business English

A study of grammar, punctuation, sentence structure, and paragraphing.

Credit: Three terminal hours.

123. Business English

A study of business letters.

Credit: Three terminal hours.

113. Business Mathematics

This course covers the simpler exercises and problems of every day business calculations—including such topics as: the use of aliquot parts, practice on short methods of calculation, fractions, percentage, interest and discount, bonds, depreciation, social security taxes, property taxes, insurance, and stocks.

Credit: Three terminal hours.

113-123. Comptometer

This course is designed to develop speed and accuracy in handling figures. Daily speed and accuracy drills are given on the four fundamentals. Six to ten hours each week, depending upon progress made.

Credit: Three terminal hours each semester.

113-123. Office Machines

A course planned to develop in the student a working knowledge of a variety of machines such as the adding machine, the dictaphone, the mimeograph, the gelatin duplicator, the calculating machines, the billing machine, and the bookkeeping machine.

Six hours each week. A student may arrange to specialize on a particular machine.

Credit: Three terminal hours each semester.

113-123. Secretarial Training

A course designed for students who are interested in the secretarial field. It covers speed dictation, transcription, office ethics, duplicating, office machines, filing, and postal information; attention is given to interviewing callers, keeping business conferences, and telephone technique. Three lecture hours and three laboratory hours.

Credit: Three terminal hours each semester.

113-A. Shorthand

Detailed study of principles of Gregg Shorthand by Functional Method. Special attention given to word signs, special forms, phrase writing, and rapid reading of shorthand. Ten hours per week.

Credit: Three terminal hours each semester.

123-B. Shorthand

Continued study and review of the principles of shorthand. Dictation and transcription of new matter with emphasis upon readiness and accuracy in transcription.

Ten hours per week.

Credit: Three terminal hours.

Students must attain a speed of at least 60 words per minute with not more than five errors in order to receive credit in Shorthand 123-B.

Typewriting should be taken concurrently by students enrolled in Shorthand 113-A and 123-B.

113. Typewriting

A beginner's course in typewriting. Exercises for the mastery of the keyboard by the touch system, instruction in the care of the machine, study of form and arrangement of simple business letters, and simple centering.

Credit: Three terminal hours.

123. Typewriting

Typewriting problems in addressing envelopes, writing business letters, tabulation, manuscript writing, and legal document writing. Six hours per week.

Credit: Three terminal hours.

The courses above train a student to enter the following specific jobs as listed in the **Dictionary of Occupational Titles** issued by the United States Department of Labor:

Code	Occupational Title
1-37.12	Stenographer (Clerical)
1-33.01	Secretary (Clerical)
1-37.32	Typist
1-37.02	Mimeograph Operator
1-01.02	Bookkeeper (Clerical) (General Bookkeeper)
1-25.13	Calculating Machine Operator (Calculator Clerk)
1-37.36	Transcribing Machine Operator; Dictating Machine Transcriber
1-37.34	Clerk Typist (Clerical)
1-04.01	Clerk General (Clerical)
1-18.43	Receptionist (Clerical)
1-17.01	File Clerk (Clerical)
1-38.10	Stock Clerk (Clerical)

Vocational Training Division

The prime object of the Vocational Training Division is to train the student in practical courses which will fit him to earn a living in the vocation selected. In addition, the student is given general education in courses related to his vocation, as well as general information, which is designed to give him a well-rounded development.

Courses in this division are as follows:

DEPARTMENT OF AGRICULTURE

Vocational Agriculture

This department offers a full-time on-the-farm institutional training program. The Tyler Junior College was

one of the first to organize a county-wide program of this nature and it has been in successful operation since the inception of this work by the Veterans Administration.

A minimum of 10½ hours per week in classes scheduled in the classroom, farm shop, canning center or laboratory (including demonstration and field trips) is required. In addition, a minimum of one hour per week of individual instruction on the farm where the student is employed and a minimum of four hours of instruction per 28-day period is given to small groups having common problems. The total minimum clock hours of instruction per week is 12½.

Each trainee spends not less than 10½ hours per week in organized group instruction and not less than 4½ hours per week in demonstration, laboratory or other class work. In addition, he spends not less than an average of 4 hours per 28-day period in group or individual instruction upon his own problems.

Fee: $7.50 per week.
Time Required: 156 weeks.

Horticulture (Nurseryman I)

This course is designed to acquaint the nurseryman with the problems with which he is likely to be confronted in the production of his crops. Topics receiving major emphasis are:

1. Soils and fertilizers
2. Varieties of plants
3. Cultivation practices
4. Soil conservation
5. Diseases of plants
6. Farm home life
7. Marketing.

Each trainee spends not less than 10½ hours per week in organized group instruction and not less than 4½ hours per week in demonstration, laboratory or other class work. In addition he spends not less than an average of 4 hours per 28-day period in group or individual instruction upon his own problems.

Fee: $7.50 per week.
Time Required: 156 weeks.

Department of Electronics

This department is fully equipped and in charge of an instructor who has had years of teaching experience in this field, as well as practical experience in the operation of an electronics business and radio shop. Every graduate has secured an excellent place in the industry.

Radio Service

Credit Value: This course meets a total of 25 clock hours per week. Graduates receive Vocational Certificate.

Description: The student is offered theory and shop practice in the repair and maintenance of radios, phonographs, public address systems and other electronic equipment.

The first half of the course consists largely of the principles of electricity, blueprint reading, and shop practices as foundational information relating to radio repairing.

In the second half of this course, special emphasis is placed on the use of modern test instruments in trouble shooting the superheterodyne radio. Information on up-to-date developments in Frequency Modulation and Television is made an integral part of this course.

Shop projects train the student to use technical equipment furnished by the college and are designed to give the student the practical aspect of related theory problems.

Time Required: 104 weeks.

Tuition: $8.50 per week.

Radiotelephony

Credit Value: This course meets a total of 25 clock hours per week. Graduates receive a Vocational Certificate provided satisfactory progress is made.

Description: The student is offered theory and related shop projects on the installation, operation and maintenance of radio transmitting stations, aircraft transmitters and other communication devices.

The first half of this course consists of basic theory and practice in electronic and radio fundamentals. Shop projects are designed to give the student the practical aspect of related theory problems.

The second half of this course deals with more advanced problems in Radiotelephony. Special emphasis is placed on basic radio laws and regulations of the Federal Communications Commission.

This course prepares a student for successful qualification for the Federal Communications Commission examinations under all classes of Radiotelephone Operators license.

Time Required: 52 weeks.
Tuition: $7.50 per week.

Industrial Electronics

Credit Value: This course meets a total of 25 clock hours per week. Graduates receive a Vocational Certificate.

Description: This course consists of manipulative work in the shop and technical work in the classroom. It covers the proper methods of wiring in the electrical motors and generators, and the installation of industrial electronic equipment. The student is given a thorough foundation in electricity, blueprint reading and familiarity with existing electrical codes.

Time Required: 104 weeks.
Tuition: $8.50 per week.

Refrigeration

Credit Value: This course meets a total of 25 clock hours per week and carries 16 terminal hours per 16-week semester applicable toward a Vocational Certificate.

Description: The student is offered theory and shop practice in the repair and maintenance of popular domestic refrigerators and commercial refrigerating systems.

The first half of this course consists of foundational subject matter such as gases and gas laws, properties of liquids, heat transfer, electricity, blueprint reading and correct shop practices.

In the second half of the course emphasis is placed on the correct usage of tools and equipment in trouble shooting defective refrigerators and refrigerating systems.

Time Required: 104 weeks.
Tuition: $8.50 per week.

SHORT COURSES IN ELECTRONICS

The following shorter courses will be given either day or night if a sufficient number of students desire them. In general, classes will not be organized for less than twelve students.

These courses will be taught either as independent courses for persons desiring the knowledge and skills included, as related theory courses for persons engaged in on-the-job training or otherwise engaged in industry, or both, as required by the needs of those who enroll.

Armature Winder and Repairman. A course of 36 weeks maximum duration. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Draftsman, Mechanical. 78 weeks of instruction. Fee $7.50 per week (part-time and supplementary, $0.30 per student hour).

Electric Motor Repairman. A course lasting 78 weeks. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Electrical Repairman. 78 weeks instruction in general repair. Fee $8.50 per week (part-time and supplementary $0.34 per student hour).

Electrician, Automobile. A 36 weeks course. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Electrician, Industrial. 78 weeks, giving general and specialized training. Fee $8.50 per week part-time and supplementary $0.34 per student hour).

Electric Appliance Serviceman. 78 weeks of general and specialized instructions. Fee $8.50 per week (part-time and supplementary $0.34 per student hour).

Electricity, Fundamentals of. A basic course providing technical background. 36 weeks. Fee $8.50 per week (part-time and supplementary $0.34 per student hour).

Electrical Shop. A general course for those desiring general vocational training for refresher. 36 weeks. Fee $8.50 per semester (part-time and supplementary $0.34 per student hour).

Radio, Fundamentals of. A basic 36 weeeks cours. Fee $8.50 per week (part-time and supplementary $0.34 per student hour).

Radio Operator. 52 weeks course. Fee $7.50 per week (part-time and supplementary $0.34 per student hour).

Radio Repairman. 78 weeks maximum. Fee $8.50 per week (part-time and supplementary $0.34 per student hour).

Air Conditioning. 90 weeks. Fee $8.50 per week (part-time and supplementary $0.34 per student hour).

DEPARTMENT OF BUILDING TRADES

This department trains the student in all branches of building work. Students have constructed many dwelling houses, have built such buildings as frame churches, have done the cabinet work for many projects, and have completed many other types of practical building work.

Carpentry

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation the student receives a Vocational Certificate.

Description: The student is given practical instruction in the care and operation of the various machines and tools used in the building trades. These machines include such items of equipment as band saws, variety saws, radial cut-off saws, sanders, surface planers, jointers, shapers, lathes, mortising machines, tenoning machines, et cetera. The student is also given a theoretical background in which shop mathematics, blueprint reading, and the principles of building trades are stressed. The shops are well equipped and highly skilled craftsmen are in charge as instructors.

Time Required: 104 weeks.

Fee: $8.50 per week.

Cabinet Making

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation the student receives a Vocational Certificate.

Description: This is a course in cabinet and furniture

construction. Foundational work in blueprint reading, shop mathematics and shop procedure is given. The shop deals with practice in the design, construction and finishing of cabinets, including a study of lumber, its manufacture, seasoning and other data. The proper care of power woodworking machinery is stressed. The student learns how to use glues, varnishes and other finishing materials in the correct manner.

Time Required: 104 weeks.
Fee: $8.50 per week.

General Masonry

Credit Value: This course meets a total of 25 clock hours a week. Upon graduation the student receives a Vocational Certificate.

Description: This is a course in general masonry which offers theory and practice in brickwork, plastering, stone masonry and the proportioning of concrete. A study is made of mortars for specialized purposes of bricklaying, tile-work and plastering. Use of cements for architectural and ornamental work is stressed.

Blueprint reading, shop mathematics and other foundational subjects are a part of both the class room and shop work.

Time Required: 104 weeks.
Fee: $8.50 per week.

Specialized Courses in Building Trades

The following shorter courses will be given either day or night if a sufficient number of students desire them. In general, classes will not be organized for less than twelve students.

These courses will be taught either as independent courses for persons desiring the knowledge and skills included, as related theory courses for persons engaged in on-the-job training or otherwise engaged in industry, or both, as required by the needs of those who enroll.

Bricklayer. 78 weeks of actual practice and instruction. Fee: $8.50 per week (part-time and supplementary, $0.34 per student hour).

Carpenter. 78 weeks. Theory, related arts and practice. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Furniture Repairman. 78 weeks of repair shop instruction. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Plumber. 90 weeks course. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Blueprint Reading. 12 weeks. Fee $7.50 per week (part-time and supplementary, $0.34 per student hour).

Department of Metal Trades

This department has trained many men who have secured jobs and are successful in industry and others who have established successful shops of their own.

Machinist Trade

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation the student receives a Vocational Certificate.

Description: The student is given practical instruction in the care and operation of the various machines and hand tools used in the metal trades. These machines include such items of equipment as engine lathes, turret lathes, special grinders, metal cut-off and contour saws, milling machines, metal shapers, drill presses, sheet metal-working equipment, et cetera. The shops are well equipped and highly skilled craftsmen are in charge as instructors.

Time Required: 104 weeks.

Fee: $9.50 per week.

Welding Trade

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation the student receives a Vocational Certificate.

Description: This is a highly specialized course in welding. It covers the theory and shop technique in electric arc welding, resistance electric welding, spot welding, oxyhydrogen process gas welding, oxyacetylene process gas welding, aluminothermic welding and other processes. Correct methods of brazing, soldering and lead burning is stressed.

Foundational subjects such as shop mathematics, blue-

print reading, metallurgy and correct shop practices are given. Highly skilled craftsmen are in charge as instructors.

Time Required: 78 weeks.
Tuition: $9.50 per week.

Sheet Metal Trade

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation the student receives a Vocational Certificate.

Description: The student is given practical instruction in the care and operation of all sheet metal machinery and hand tools. Theory and practice in all operations pertaining to the fabrication of all types of sheet metal objects.

Time Required: 104 weeks.
Tuition: $8.50 per week.

Specialized Courses in the Metal Trades

The following shorter courses will be given either day or night if a sufficient number of students desire them. In general classes will not be organized for less than twelve students.

These courses will be taught either as independent courses for persons desiring the knowledge and skills included, as related theory courses for persons engaged in on-the-job training or otherwise engaged in industry, or both as required by the needs of those who enroll.

Farm Mechanic. 78 weeks of work related to farm problems. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

General Shop Practice. Basic training in machines and their use. 36 weeks. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour.

Shop Mathematics. 12 weeks. Fee $7.50 per week (part-time and supplementary, $0.34 per student hour).

Department of Automobile Maintenance

Students in this department are equipped to take jobs in the automobile repair and maintenance industry or to operate their own garages and shops.

Auto Mechanics—General

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation a student receives a Vocational Certificate.

Description: Theory and practice in the functions of all parts to familiarize the student with the repair and overhaul of the entire automobile assembly. Fundamentals of the internal combustion engine, electrical data, knowledge of maintenance charts, lubrication and the development of power rating are stressed. The student is also taught spray painting, brazing, welding and the reconditioning of the automotive body.

In the last section of this course an intensive study is made of designs, construction, nomenclature and maintenance of trucks and tractors.

Time Required: 104 weeks.

Fee: $8.50 per week.

Specialized Courses in Auto Mechanics

The following shorter courses will be given either day or night if a sufficient number of students desire them. In general, classes will not be organized for less than twelve students.

These courses will be taught either as independent courses for persons desiring the knowledge and skills included, as related theory courses for persons engaged in on-the-job training or otherwise engaged in industry, or both as required by the needs of those who enroll.

Aircraft Engine Mechanics. 52 weeks of instruction and shop practice. Fee $8.50 per week (part-time and supplementary courses, $0.34 per student hour).

Batteryman. 26 weeks specialized training. Fee $7.50 per week (part-time and supplementary, $0.30 per student hour).

Automobile Body Repairman. 78 weeks course. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Spray Gun Painter. 26 weeks course in automobile painting. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Tire Vulcanizer. 26 weeks. Fee $7.50 per week (part-time and supplementary, $0.34 per student hour).

Tractor Mechanic. 78 weeks instruction. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Upholsterer, Automobile. Fee $8.50 per week (part-time and supplementary, $0.30 per student hour).

Diesel Mechanic. 78 weeks. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Motor Tune-up. 52 hours. Fee $0.30 per student hour.

Special Vocational Courses

Photographer. 52 weeks of theory and practice. Fee $8.50 per week (part-time and supplemental, $0.34 per student hour).

Commercial Artist. 78 weeks of specialized training. Fee $8.50 per week (part-time and supplementary, $0.34 per student hour).

Office Equipment Maintenance

Credit Value: This course meets a total of 25 clock hours per week. Upon graduation the student receives a Vocational Certificate.

Description: This is a practical course in the repairing and maintenance of office equipment such as typewriters, adding machines, calculators, cash registers, duplicators, dictating machines and other widely used office apparatus. The student is given careful guidance in the assembling, adjusting and repair of the most popular machines in present use.

Time Required: 104 weeks.

Fee: $8.50 per week (part-time and supplementary, $0.34 per student hour).

Oil and Gas Law. A course designed for workers in the petroleum production, leasing, scouting and other oil industry activities. Time required, 72 hours. Fee, $0.50 per student hour.

Real Estate Law. The legal decisions and statutory provisions regarding the real estate business. Time required, 72 hours. Fee, $0.50 per student hour.

Drill Mud Control. For oil field drillers and supervisors. Time required, 36 hours. Fee, $0.50 per student hour.

Retail Store Manager. For training assistants in retail establishments. Time required, 104 weeks. Fee, $6.00 per week (part-time and supplementary courses, $0.30 per student hour).

Salesman. Training salespersons in wholesale and retail selling. Time required, 78 weeks. Fee, $6.00 per week (part-time and supplementary courses, $0.30 per student hour).

Income Tax. A specialized course dealing with laws, regulations, procedures and other income tax requirements. Time required, 36 hours. Fee, $0.50 per student hour.

Surveying. An elementary course of theory and practice. Time required, 72 hours. Fee, $0.50 per student hour.

PART-TIME CO-OPERATIVE TRAINING

Part-Time Co-operative Training is a program in which the college assists business men in training new employees. The establishments of employers are used for training students in actual occupational activities for one-half day each day, the other half being spent in school. A minimum of ninety minutes of the student's daily time is devoted to study of subjects directly related to the chosen occupation. The remainder of the time in school is devoted to regular academic courses. This arrangement gives the student the advantage of earning his expenses and spending money while attending college, of acquiring the basic skills and attitudes necessary to success in the occupation of his choice while still in school, and of having the assurance of a full-time employment when his training period is completed.

The following is a list of some of the possible fields of training:

Auto mechanics
Auto machine work
Auto top and body repair
Baking
Dry cleaning and dyeing
Salesmanship (all kinds)
Meat cutting and butcher
Carpentry
Cabinet making
Plumbing
Printing
Refrigeration service and repair
Secretarial training
Store management
Machinist
Metal working
Shoe repairing
Optician

Fee: $0.50 per student hour.

DEPARTMENT OF APPRENTICE TRAINING

The apprentice training courses provide the employed apprentice the opportunity to secure training in the related work that parallels his trade. The time required is that which is standard for the chosen vocation.

Boilermaking
Bricklaying
Carpentry
Radio
Industrial Electronics
Machine Shop Practice
Molding
Planing Mill
Patternmaking
Plastering
Pipefitting
Plumbing
Sheetmetal Work
Tile Setting

Fee: 40 cents per student hour.

FORMS OF BEQUEST

I GIVE AND BEQUEATH to Tyler Junior College the sum of_____Dollars to be appropriated by the Trustees for the benefit of the College in such manner as they think will be most useful.

I GIVE AND BEQUEATH to Tyler Junior College the sum of_____Dollars to be safely invested by it and called the_____ Endowment Fund. The interest shall be applied to the_____ _____as the Trustees shall deem expedient.

I GIVE AND BEQUEATH to Tyler Junior College the sum of_____Dollars to be safely invested by it and called the_____ Scholarship Fund. The interest of this fund shall be applied to the aid of deserving students in Tyler Junior College.

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